



CHRIS CHRISTIE  
Governor

*State of New Jersey*  
STATE ETHICS COMMISSION  
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**February 18, 2015**  
**NOTICE OF JOB VACANCY**  
**#15-32**

An opportunity currently exists in the State Ethics Commission for permanent State employees who meet the requirements listed below:

**TITLE:** Administrative Assistant 2

**SALARY:** \$51,529.95 - 72,953.46

**LOCATION:** State Ethics Commission  
28 West State Street  
Trenton, NJ 08625

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:**

Assists the Executive Director and staff of the State Ethics Commission by performing and/or coordinating administrative support services.

**REQUIREMENTS:**

**EDUCATION:**

Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:**

Two (2) years of administrative experience in a business or government agency with responsibility for assisting in the direction and/or coordination of personnel, fiscal affairs, office administration, and other support services.

**NOTE:**

Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey.

*If you possess the required experience and education and are interested in the above position, please send a letter (including job vacancy number) and current resume before the closing date of March 9, 2015:*

*Christina Roberts, Recruitment Coordinator  
Office of the Attorney General  
P.O. Box 081  
Trenton, NJ 08625-0085  
Or*

[LPS.Humanresources@lps.state.nj.us](mailto:LPS.Humanresources@lps.state.nj.us)

**The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.**

*The State Ethics Commission is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.*